

Workday MSS Create One-Time Payment Quick Reference Guide for Corporate Managers



Logging in at a store or shared company computer
Click the Workday icon on your desktop to get started:



Logging in anywhere else
Point your web browser to: <https://www.myworkday.com/tires>

Use your employee ID number to log in.

Forgot your password? Follow on-screen instructions if you need help signing in.

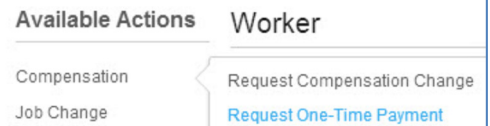
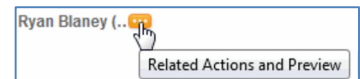
One-Time Payment

Corporate Managers can request a one-time payment for their employees in Workday, usually granted as an alternative to an annual increase in cases where an employee is near/above the maximum of the salary range for their job.

Request a One-Time Payment

Select Employee for Payment

1. Click **My Team**.
2. Click the **Related Actions** button next to employee name.
3. Select **Compensation > Request One-Time Payment**.



Effective Date

4. Enter today's date in **Effective Date** (*today's date required*)
5. For One-Time Payment Plan, select **All Plans > Annual Review Lump Sum**
6. Click **OK**

Payment Details

7. Select a Reason for the payment (e.g. *Annual Review Lump Sum Payment IN LIEU OF Increase*)
8. **Do not** select any Worktags
9. **Uncheck** the "Send to Payroll" check box; Payroll will automatically be notified when the payment has been approved
10. Enter payment **Percent or Amount** (for Amount, make sure it includes a max of two decimal places, ex: 250.55)
11. Enter additional information if necessary, such as "Take minimum tax"
12. Click **Submit**

Approval:

After request for payment is submitted, it will route for approval.

Notification

Payroll and Manager will receive email notification when payment is approved. Meet with the employee and inform them of the payment **as soon as you receive notification that it has been approved**. If the employee has elected Direct Deposit, the payment will be automatically deposited to their "Balance" account.

Viewing One-Time Payments

1. On the My Team page click the related actions icon next to the Employee's name.



2. Select **Compensation** from the Available Actions then choose to **View Compensation History**



3. Select the **Bonus & One-Time Payments** tab. All One-Time Payments will be shown:

Compensation History Greg Biffle (219812) ...

Compensation Events

Bonus & One-Time Payments

Compensation History from Previous System

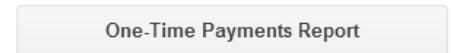
Bonus & One-Time Payments 2 items

Business Process	Effective Date	Position	Reason	Plan Type	Plan	Percent	Amount	Currency
View Details	06/12/2015	AP Clerk	Annual Review Lump Sum Payment > IN LIEU OF Increase	One-Time Payment	Annual Review Lump Sum	2.00%	847.81	USD
View Details	06/11/2015	AP Clerk	Annual Review Lump Sum Payment > IN ADDITION TO Increase	One-Time Payment	Annual Review Lump Sum	0.47%	200.00	USD

View All One-Time Payments for One Employee

The following report will include only completed payments to employees on your team & active on the per the dates you enter.

1. On the **My Team** page (in the **View** section) click **One-Time Payments Completed** report.



2. Enter **Completed From** and **Through** dates, then click OK.

One-Time Payments Completed

Completed From 01/01/2015

Completed Through 07/01/2015

OK Cancel

3. The results can be printed (as PDF) and/or downloaded to Excel.

One-Time Payments Completed ...

Completed From 01/01/2015 Completed Through 07/10/2015

4 items

ID	Name	Dept	Job	Payment Dt	Payment Amt	Percent	Reason	Add'l Info
100259	Mears, Casey	AZO003	AP Manager	06/04/2015	\$200.00	0.29%	One-Time Payment > Annual Review Lump Sum Payment > IN ADDITION TO Increase	Take Minimum Tax.
219812	Biffle, Greg	AZO003	AP Clerk	06/11/2015	\$200.00	0.47%	One-Time Payment > Annual Review Lump Sum Payment > IN ADDITION TO Increase	Tax max tax
259264	Edwards, Carl	AZO003	AP Clerk	07/10/2015	\$809.12	2.00%	One-Time Payment > Annual Review Lump Sum Payment > IN LIEU OF Increase	Take minimum tax.

View One-Time Payments for Multiple Employees

Contact

Please contact Human Resources with any questions or concerns.